

## RESIDENTIAL AS-BUILT PLAN REVIEW CHECKLIST

Address: \_\_\_\_\_ Checked By: \_\_\_\_\_  
Development: \_\_\_\_\_ Date: \_\_\_\_\_

**All information shown on the As-Built Plan should verify that the site was constructed in accordance with the Approved Site Plan. If field conditions warrant a change from the Approved Site Plan, the contractor shall indicate the required changes on a revised Site Plan and re-submit the plan to Engineering for approval prior to the construction. Information shown on an As-Built Plan that is not in accordance with the Approved Suite Plan will not be approved for occupancy.**

**The following information shall be shown on all As-Built Plans:**

- ☐ Property Address
- ☐ Development/Subdivision Name
- ☐ Lot Number
- ☐ Owner/Developer's name, address, and phone number
- ☐ As-Built Surveyor's name, address and phone number
- ☐ Plan shall be stamped by a Professional Surveyor
- ☐ Date(s) of as-built survey
- ☐ Project zone
- ☐ Zoning "required vs. provided" table showing all site, building, parking, and landscaping requirements per zoning requirements
- ☐ Date of Plan
- ☐ North arrow
- ☐ Scale
- ☐ Surveyor's certification stating "I hereby certify that the information shown on this plan accurately depicts field conditions based on an as-built survey by (name of as-built surveyor) performed on (date of as-built survey)"
- ☐ Surveyor's certification stating "I hereby certify that that as-built information shown on this plan is in conformance with the approved site plan dated (date of latest approved site plan)"
- ☐ Show all property line information including bearings, distances, bounds, etc...
- ☐ Label building and provide building information (number of stories, square footage, proposed use, etc...)
- ☐ Dimension all building setbacks per zoning
- ☐ First floor elevation
- ☐ Sill elevations
- ☐ Provide driveway spot grades per zoning requirements
- ☐ Benchmark and datum
- ☐ Existing topography including trees, walls, fences, structures etc...
- ☐ 2' contours clearly labeled (provide spot grades if site is flat to show site elevations)
- ☐ Label slopes less than 2:1
- ☐ Show all utilities including but not limited to water, sewer, drainage, gas, electric, telephone, cable, detention basins, etc...
- ☐ Label all utility structures including but not limited to manholes, catch basins, cleanouts, gates, valves, shutoffs, detention basin structures, etc...
- ☐ Show swing ties to all utility structures including but not limited to manholes, catch basins, cleanouts, gates, valves, shutoffs, etc...
- ☐ Show all rim elevations
- ☐ Show all invert elevations
- ☐ Indicate pipe types
- ☐ Show pipe lengths
- ☐ Show pipe slopes